Chapter 1 - General Overview

CHAPTER ONE
GENERAL OVERVIEW

Judicial Information Systems developed the Jury System to assist individual courts with the maintenance and processing of jury information. The system generates various reports and letters. The system provides lists helpful in reviewing data.

HOW THE SYSTEM WORKS   Pertinent data is entered into the system at the time of load ing the jury list, creating "juror records." These records are updated and amended as questionnaires or information are received pertaining to jurors. The process creates permanent and up-to-date records of all juror events.

When data is entered in the jury system, all related records and lists are instantly updated. This ensures that users can always access the most recent information in the system.

Other information (e.g., county information) is updated at software implementation.

Users with the appropriate authorization can view the information in the system and request the available reports.

JURY SYSTEM SCREENS

The Jury System contains the following data entry and inquiry screens:

Juror Update Menu

Work with Jurors	Used to add a new juror, qualify a juror, update the status or events of an existing juror, transfer a juror from one term, panel or year to another, generate a work certificate and view existing vouchers.
Work with Names	Used to add, update or delete the name, address and other pertinent information as it pertains to a juror.
Juror Selection Menu	Used to add, update or delete terms, panels, or cases. Also used to print labels or lists to be used throughout the selection process, from questionnaire mailing through seat assignment.
Reports Menu	Used to create various documents that pertain to prospective jurors, such as roll call, letters and labels.
Financial Menu	Used to add, update or delete voucher information. also used to create a voucher list.
Attendance Menu	Currently under development.
Maintenance Menu	Used to add, update or delete county, court, venue information. Also used to update event and excuse codes, create letters, and user settings.
File Processing Menu	Used to load the CD with the information received from the Department of State, back up jury application and database, juror selection for stand alone district courts and courts who receive from their county.

System Functions	Used to work with printer output or submitted jobs. Also has an override output queue option available.
Sign Off	Used to sign a user off from the AS400.

Juror Selection Menu

Select Jurors from Jury List	Option used to add juror from the Department of State Jury List to the Jury System.
Questionnaire Mailing	Process used to generate mailing labels, mailers, SCAO forms, Personal History Questionnaire, and/or a list of potential jurors that a questionnaire is to be mailed to. This process also updates the status of the potential juror to reflect that a questionnaire has been mailed.
Select Jurors for Term	Process used to assign prospective jurors to a term. This process updates the juror record with the court and term the prospective juror has been assigned to. A term list can be printed with the option of printing a certification on the bottom.
Select Jurors for Panel	Option used to assign prospective jurors to a panel. This process updates the juror record with the panel and juror number assigned to the prospective juror. A panel list can be printed from this option.
Summons Mailing	Option used to summons prospective jurors. Labels, summons lists and/or letters can be generated from this option.
Update Service/ Seat Assignment	This option can perform two functions. A user can either update a juror's service date **-OR-** update a juror's service date and assign, modify or remove a seat number.
Roll Call for Panel	Option used to create a Roll Call for a panel of prospective jurors. The list can be created with a line spacing from one to three.
Work with Terms	Option used to add, modify, delete or display the details of a term.

Work with Panels	Option used to add, modify, delete or display the details of a panel.
Work with Cases	Option used to add, modify, delete or display the details of a case.
Work with Years	Option used to add, modify, delete or display the details of a year.
System Functions	Option used to check the progress of jobs that have been requested.

Reports Menu

Roll Call for Panel	Option used to create a Roll Call for a panel of prospective jurors. The list can be created with a line spacing from one to three.
Roll Call for Jury	Option used to create a Roll Call for a jury.
Yield of Qualified Jurors	Option used to create a report detailing juror qualification information.
Service Report	Option used to create a report of jurors who have served based on requested criteria.
Permanently Excused Report	Process used to create a list of jurors who have been permanently excused and the reason based on the Excuse code entered.
Motion/Order to Show Cause	Option used to print Motion/Order to Show Cause form for failure to return questionnaire or to appear for jury duty.
Juror List Request	Option used to create labels, or lists, or letters for jurors based on requested criteria.
Print Requested Labels	Option used to print labels in a batch mode. A request can be made to print a label from the event screen for a specific juror.

Financial Menu

Voucher Process	Option used to update juror records with voucher information. A general list or a list with voucher details can be printed from this option.

Work with Vouchers | Option used to modify, delete, or display voucher headers. An option can also be taken from this function to work with voucher details where a detail record for "other" type financial codes can be added or deleted, such as Meals.

Voucher List | Option used to print a list of vouchers for a term/panel, case, or a specific trial date range. An option can also be taken from this function to print the details of the vouchers.

Outstanding Vouchers | Option used to print a list of voucher records that have not been updated with the check date and number.

Jury Fees
Reimbursement Report | Process used to create a report of money paid to jurors. The information from this report is used to complete the SCAO required report due bi-annually, April 30th and October 31st for purposes of juror reimbursement from the state to the funding unit.

Maintenance Menu

Counties and Courts | Option used to add, modify, or delete the name, address, telephone number and contact person for the county.

Venue Codes | Option used to add, modify, or delete the venue code, type and description of the District Court jurisdictions.

Event Codes | Option used to add, modify, or delete the codes for juror status.

Excuse Codes | Option used to add, modify, or delete the codes for excuses to be used for statuses such as permanently excused, exempt, unqualified, etc.

Letters | Option used to add, modify, copy, delete letter codes and their details.

User Settings | Option used to add, modify, or delete records for users that will have access to the jury system.

File Processing Menu

Work with Years	See Work with Years option under Juror Selection Menu.
Load Jury List File	Option used to load prospective juror information received from the Department of State Office after it has been converted by JIS to CD.
Backup Jury Database Library	Option used to create a backup of the information that is added to the jury database to tape.
Backup Jury Application And Database Libraries	Option used to create a backup of the information that is added to the jury database to tape as well as the jury application software.
Jury Selection (Stand-alone District Courts only)	Option used ONLY by courts which receive their juror lists from another computer system.